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APPLICATION FOR RECORDS RETENTION SCHEDULEOFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Instructional Services Division of Special Programs Program for Exceptional Children Section Federal Programs & Special Projects Unit	Application Number	78-199-A
Application Number		Date Received	Date Completed
		DEC 21 1981	DEC 29 1981
2. Person to Contact Alan White		Working Title Coordinator	Telephone Number 656-6319
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 78-199 Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest _____ Latest _____ To Date _____		5. Records Series Title (followed by title used in office; if different) Federally Funded Exceptional Children's Program Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Federal Programs and Special Projects Unit allocates, distributes and monitors the federally funded education special programs grants and administers these programs in accordance with the State Plan for Exceptional Children and Youth and all applicable Federal/State statutes, rules, regulations and State Board of Education policies on special education.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: administering the federally funded exceptional children's programs and monitoring grants made to state-supported institutions teaching handicapped children in primary and secondary education. Included are: applications, amendments, reports and related correspondence and documents on programs under P.L. 89-313, 93-380, 94-142, 91-230(D) and other federal laws, as applicable. File is arranged: chronologically by fiscal year; thereunder alphabetically by institution or LEA on all except 94-142 (State admin. and special projects) and 91-230, Part D (preparation of Personnel Files), which are numerically by project numbers.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	NA	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | | | |
|--------------------------|---|--------|-----------------------------------|-----|--------|
| a. State Law | 0 | years. | d. Audit period | | years. |
| b. Statute of limitation | 0 | years. | e. Administrative need | 2 | years. |
| c. Federal law | 5 | years. | f. Federal retention instructions | * 5 | years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

P.L. 93-380, Section 510
45 CFR 100b. 734
34 CFR 74.21

*Some grants may run for up to three years.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 2 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 6 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>A. Weyman</i>	12/18/81	Walker L. Baumgardner	12-18-81
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	
		Secretary of State/Designee	12-21-81
		Attorney General/Designee	12-16-81



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Division of Special Programs Special Education Section Federal Programs & Special Projects Unit 314 Education Annex, 156 Trinity Ave, Atl.	Application Number 78-199	
Application Number		Date Received JUL 14 1978	Date Completed SEP 13 1978
2. Person to Contact Marsha Brown		Working Title Consultant	Telephone Number 656-6319
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1968 To Date		5. Records Series Title (followed by title used in office, if different) HANDICAPPED CHILDREN PROGRAM(P.L. 89-313, Title I) GRANT FILES	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? <p>The Federal Programs and Special Projects Unit allocates, distributes and monitors the various types of special education Federal/State grants in accordance with the State Plan for Exceptional Children and Youth and all applicable Federal/State statutes, rules, regulations and State Board of Education policies on special education.</p>			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. <p>Documents relating to: applying for, amending and monitoring grants made to state-supported institutions teaching handicapped children in primary and secondary education.</p> <p>Included are: applications, amendments, reports and related correspondence and documents.</p> <p>File is arranged: alphabetically by institution.</p>			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>25</u> ; Seven to twelve months old <u>25</u> ; Thirteen to twenty-four months old <u>2</u> ; twenty-five months and older <u>1</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <u>2/3</u> ; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	NA	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? <u>Partial duplication in the local institutions.</u>
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	<u>0</u> years.	d. Audit period	<u>3</u> years.
b. Statute of limitation	<u>0</u> years.	e. Administrative need	<u>3</u> years.
c. Federal law	<u>5</u> years.	f. Federal retention instructions	<u>3</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

P.L. 93-380, Section 510
45 CFR 100b.477

12. Approved Disposition Instructions: This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 2 year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 3 year(s); then
- ☒ Destroy. if no unresolved audit findings exist.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	<u>7/27/78</u>	<i>Walker L. Baumgardner</i>	<u>7-6-78</u>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	<u>9-12-78</u>
		Secretary of State/Designee	<u>8-28-78</u>
		Attorney General/Designee	<u>9-13-78</u>